



# CHARGE BACKS

## *Made \$imple*

Chargebacks are a process created by the State of New Jersey so that out of county students will not be penalized with higher or additional tuition cost for attending an out of county college if their home county college does not offer their chosen program of study. All 21 counties of New Jersey support a county/ community college, yet not all of these colleges offer all majors or all courses needed by their resident students.

### **Follow these 5 basic steps:**

- 1.** The student needs to determine whether their home county college offers the program of study they intend to pursue. If yes, the student is not eligible for chargeback. If no, the student will need to obtain the proper chargeback paperwork from their home county college.
- 2.** The student completes the required paperwork and submits it to their home county college along with all required documentation.
- 3.** The student obtains an Inability to Admit for Chargeback Purposes Form, initiated by their home county college.
- 4.** Along with the Inability to Admit form, a Proof of Residency Form is required.
- 5.** Once the student obtains both forms, they are presented to the Bursar's Office of the county college they are attending to reduce their out of county costs.

**Note:** Students should inquire about a chargeback early in the enrollment process. Each college has different deadlines and cutoff dates to apply for chargeback and for submission of paperwork. Chargebacks must be initiated each semester.

Source: NJAC 9A:4